

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

|  |                                      |
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| <b>SUBJECT:</b><br>State Holidays in 2007 for Excluded Employees | <b>REFERENCE NUMBER:</b><br>2006-044 |
| <b>DATE ISSUED:</b><br>11/06/06                                  | <b>SUPERSEDES:</b>                   |

This memorandum should be forwarded to:

**Personnel Officers  
Employee Relations Officers**

**FROM:** Department of Personnel Administration  
Classification and Compensation Division

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The following chart shows the 2007 holiday schedule for excluded State employees.

| <b>2007 Holiday Schedule – Excluded Employees</b>  |                            |
|--|----------------------------|
| Monday, January 1  | New Year's Day             |
| Monday, January 15   | Martin Luther King Jr. Day |
| Monday, February 12  | Lincoln's Birthday         |
| Monday, February 19  | Washington's Birthday      |
| Saturday, March 31   | Cesar Chavez Day *         |
| Monday, May 28   | Memorial Day               |
| Wednesday July 4   | Independence Day           |
| Monday, September 3  | Labor Day                  |
| Monday, October 8  | Columbus Day               |
| Monday, November 12  | Veteran's Day** (observed) |
| Thursday, November 22  | Thanksgiving Day           |
| Friday, November 23  | Day after Thanksgiving     |
| Tuesday, December 25   | Christmas Day              |
| *When a holiday falls on a Saturday, Holiday Credit provisions apply.<br>(See PML 2000-07 if you need clarification on Holiday Credit provisions.) |                            |
| **When a holiday falls on a Sunday, it is observed the following Monday.   |                            |

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In addition to the holidays listed in the above chart, excluded employees receive one personal holiday per fiscal year.

To be eligible for a personal holiday, an employee must either be: (a) appointed to a class that requires a probationary period; (b) appointed to an exempt position where leave credits are earned; or (c) appointed to a Career Executive Assignment (CEA) for more than six months. Once eligible employees complete six months of their initial probationary period, they are credited with a personal holiday for the current fiscal year. Thereafter, the personal holiday is credited on July 1 for each fiscal year.

Employees with a collective bargaining identifier of "E" are ineligible to receive a personal holiday (e.g., Seasonal Clerk).

Personnel staff with questions about this memo should contact our Personnel Services Branch at the phone number or email address listed on the front page.

/s/Daryll Tsujihara

Daryll Tsujihara, Chief  
Classification and Compensation Division